ORDER

THE ASSESSMENT MANAGEMENT AGENCY ACT

Form and Submission Times for Assessment Returns

This is an Order pursuant to subclause 12(1)(0.1) of *The Assessment Management Agency Act*, establishing the form of the assessment return and the times by which the assessment return must be submitted to the Saskatchewan Assessment Management Agency (the "Agency").

- 1. Each municipality will make its assessment return to the Agency in the attached form entitled "[year] Assessment Return".
- 2. SAMA will complete the [year] and [name of municipality] fields on the form with the appropriate year and municipality name.
- 3. Each municipality will submit an initial assessment return to the Agency no later than 30 days:
 - (a) where there are no appeals, from the date that the time for appealing assessments has expired; or
 - (b) where there are appeals, from the date that the board of revision has rendered its decision on all appeals with respect to the assessment roll when it was struck for the year.
- 4. Each municipality will submit an additional assessment return to the Agency no later than 30 days from the date the municipality's board of revision has rendered its decision on all appeals respecting initial assessments or additional assessments placed on the assessment roll after the initial roll was struck.

Craig Melvin Chairperson Irwin Blank Board Secretary



[year] ASSESSMENT RETURN

[name of municipality]

The municipal Acts require that the assessor for the municipality report any changes made to the municipality's assessment roll to the Saskatchewan Assessment Management Agency for confirmation.

Use this return to report any changes in the municipality's assessment.

Quality Assurance Division - SAMA 301 - 2201 - 11th Avenue Regina, SK. S4P 0J8 Toll Free: 1-800-667-7262 Fax: (306) 924-8067 Email: roll.confn@sama.sk.ca

GENERAL INFORMATION

2	ENDARID IN ORDINATION
1.	Assessment Notices:
	Date assessment roll prepared Date assessment notices mailed
	Urban, Rural and Northern Municipalities: Date notice published in Saskatchewan GazetteBylaw No Date notice published in the Local Paper
	Cities: Date notice published in the Local Paper Bylaw No
2.	Board of Revision:
	Date(s) of board hearing Date decisions mailed
	Number of appeals launched Dismissed Allowed
3.	[year] Bylaw or Resolution Exemptions:
	Number of Exemption Bylaws or Resolutions Number of Fixed Agreements
	Submit one copy of each fixed agreement approved by bylaw.
4.	Number and aggregate assessed value of corrections made to the [year] assessment roll under section 178 of <i>The Cities Act</i> ; section 208 of <i>The Municipalities Act</i> ; or section 204 of <i>The Northern Municipalities Act</i> :
	Assessment Increases Count: Value: Value: Value:
5.	Number and aggregate value of agreements to adjust assessment made to the [year] assessment roll under section 204 of <i>The Cities Act</i> ; section 228 of <i>The Municipalities Act</i> ; or section 224 of <i>The Northern Municipalities Act</i> :
	Assessment Increases Count: Value: Va
	Submit one copy of each agreement to adjust assessment that resulted in changes to the roll.
ch	ereby certify that as of (date return submitted) the information and assessment roll anges reported herein properly and accurately reflects the [year] assessment roll for the [name of unicipality]
Ā	sessor for Municipality Date
F.	mail address:

Primary Audit Information

Note: Only complete this section for the initial assessment return submission each year.

This section is <u>not</u> required for supplementary returns within the same year.

Sections 12(1)(p) and 22.1(2) of *The Assessment Management Agency Act* (AMA Act) require that SAMA conduct a Primary Audit of each municipality once per year for assessment roll confirmation purposes, to ensure that the overall level of appraisal for a municipality falls into the range prescribed in the Regulations.

For the purposes of a Primary Audit, the municipality must submit to SAMA a Primary Audit sales file in the specified electronic format. The sales file requirements and other information respecting the Primary Audit are available in the "Information Guide for Assessment Audits in Saskatchewan" [on SAMA's website: www.sama.sk.ca].

The required data fields are listed in summary form below:

1. Submit_Munic_Valuation_Name	12. Sale_Transfer_Value	23. Land_Zoning
2. Submit Roll Year Date	13. Sale_Adj_SP	24. Imp_Pred_COM_Const_Code
3. Submit Contact	14. Land Assessment 100 pct	25. Imp_Pred_RES_Const_Code
4. Prop_CAMA_No	15. Improvement_Assessment_100_pct	26. Imp_Pred_Quality_Class
5. Prop_Roll_No	16. Total Assessment 100 pct	27. Imp_Pred_Condition_Code
6. Prop_Tax_Classification	17. ASR	28. Imp_Total_No_Units
7. Prop School Div No	18. Market_Property_Type	29. Imp_Year_Built
8. Sale Title No	19. Market Imp Valuation Method	30 Imp Effective_Age
9. Sale Municipality Name	20. Market Production NBHD Code	31. Condo Registered Bare Land
10. Sale_Transfer_Year	21. Market_Present_Use_Code	32. Condo_Registered_Improved
11. Sale_Transfer_Month	22. Land_Area	33. Condo_Parent_Code

Source-Confirmation and Assessment Audit Information Guide in Saskatchewan (refer to guide for more details)

The required information is being provided to Sa (check one box only)	AMA by:
(a.) [] CD ROM (enclosed with this submi	ission);
[Note: E-mails must be sent to: qual.	assur@sama.sk.ca]
(b.) [_] File attached to E-mail on	(date email sent to SAMA)
(c.) [] Assessment Service Provider (if serv	ice provider is SAMA's Assessment Services, just write "SAMA")
\ / \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	who is directed by the municipality to provide the
required information to SAMA on	the municipality's behalf.
I hereby certify that the information provided	d is to the best of my knowledge and belief, true and used by SAMA's Quality Assurance Division for
I hereby certify that the information provided correct, knowing that the information will be	



This page must be completed, and must be included with the annual assessment return for Confirmation purposes.

[year] ASSESSED VALUE TOTALS

TAX CLASS PERCENTAGES APPLIED

		[year] EXEMPT ASSESS (Including Grant-in-Lie		[year] TAXABLE Assessment
Non-Arable				
	Total from pages 4, 5 and 6	\$	Total from page 3	\$
Other Agricultu	ral			
	Total from pages 4, 5 and 6	\$	Total from page 3	\$
Residential				
	Total from pages 4, 5 and 6	\$	Total from page 3	\$
Multi-Unit Resid				
	Total from pages 4, 5 and 6	s	Total from page 3	\$
Seasonal Resid				
Seasonal Nesid			Total from man 2	\$
	Total from pages 4, 5 and 6	•	_ total from page 3	,
Commercial and				
	Total from pages 4, 5 and 6	\$	_Total from page 3	\$
Elevators				
	Total from pages 4, 5 and 6	\$	_Total from page 3	\$
Railway R/W an	d Pipeline			
	Total from pages 4, 5 and 6	\$	Total from page 3	\$
Sub totals		\$		\$
[year] Assessm	ent Total(Percentages Applied	n		\$
TAX CLASS	PERCENTAGES NOT	APPLIED - 100%	-	
TAX CLASS	l Value (100%)	s	-	
Assessed Land	I Value (100%) (+/-) change		-	S
Assessed Land	l Value (100%)	s	-	\$
Assessed Land Tota Assessed Impre	I Value (100%) (+/-) change al Assessed Land Value (100%) ovement Value (100%) (+/-) change	\$ \$	-	\$
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Assessed Land Total Assessed Impre	I Value (100%) (+/-) change al Assessed Land Value (100%) ovement Value (100%) (+/-) change sed Improvement Value (100%) erty Value (100%)	\$ \$\$	-	\$
Assessed Land Total Assessed Impre	I Value (100%) (+/-) change I Assessed Land Value (100%) ovement Value (100%) (+/-) change sed Improvement Value (100%)	\$ \$ \$ \$	-	\$\$

TAXABLE ASSESSMENT - Tax Class Percentages Applied

			Previous Taxable Assessment	[year] Taxable Assessment
1	a	Non-Arable Land (+/-) change	•	\$
	b	Non-Arable Improvements	\$	
		(+/-) change	\$	\$
		Total Non-Arable (a + b)		\$
2	a	Other Agricultural Land (+/-) change	\$	\$
	b	Other Agricultural Improvements (+/-) change	\$	\$
		Total Other Agricultural (a + b)	Water Committee of the	\$
•				
3		Residential Land (+/-) change	\$	\$
	b	Residential Improvements (+/-) change	\$	\$
	C	Residential Properties (+/-) change	\$	s
		Total Residential (a + b + c)		\$
	-			
4		Multi-Unit Residential Land (+/-) change	\$	\$
		Multi-Unit Residential Improvements (+/-) change	\$	\$
	C	Multi-Unit Residential Properties (+/-) change	\$	\$
		Total Multi-Unit Residential (a + b + c)		\$
5	•	Seasonal Residential Land		
Ŭ		(+/-) change	\$	
		Seasonal Residential Improvements (+/-) change	\$	\$
	С	Seasonal Residential Properties (+/-) change	\$	\$
		Total Seasonal Residential (a + b + c)		\$
6	а	Commercial and Industrial Land		
	h	(+/-) change Commercial and Industrial Improvements	\$	\$
		(+/-) change Commercial and Industrial Properties	\$	\$
	C		\$	\$
		Total Commercial and Industrial (a + b + c))	\$
7	а	Elevators Land		
	b	(+/-) change Elevators improvements	\$	\$
		(+/-) change	\$	\$
		Total Elevators (a + b)		\$
8	а	Railway R/W and Pipeline Land	s	\$
	b	Railway R/W and Pipeline Improvements	s	
		(+/-) change	*	\$
		Total Railway R/W and Pipeline (a + b)		*
9		[year] Total Taxable Assessment		\$

EXEMPT ASSESSED VALUES - Tax Class Percentages Applied

			Previous Exempt Assessment	[year] Exempt Assessment
1	а	Non-Arable Land (+/-) change	\$	s
	b	Non-Arable Improvements		
		(+/-) change	\$	\$
		Total Non-Arable (a + b)		\$
2	а	Other Agricultural Land		
		(+/-) change Other Agricultural Improvements	\$	\$
	D	(+/-) change	\$	\$
		Total Other Agricultural (a + b)		\$
3	a	Residential Land		
	h	(+/-) change Residential Improvements	\$	\$
		(+/-) change	\$	\$
	С	Residential Properties (+/-) change	\$	\$
		Total Residential (a + b + c)		\$
4	а	Multi-Unit Residential Land		
	h	(+/-) change Multi-Unit Residential Improvements	\$	\$
		(+/-) change	\$	\$
	С	Multi-Unit Residential Properties (+/-) change	\$	\$
		Total Multi-Unit Residential (a + b + c)		\$
5	а	Seasonal Residential Land		
	h	(+/-) change Seasonal Residential Improvements	\$	\$
		(+/-) change Seasonal Residential Properties	\$	\$
	Ĭ	(+/-) change	\$	\$
		Total Seasonal Residential (a + b + c)		\$
6	а	Commercial and Industrial Land		
	b	(+/-) change Commercial and Industrial Improvements	\$	\$
	•	(+/-) change Commercial and Industrial Properties	\$	\$
		(+/-) change	\$	\$
		Total Commercial and Industrial (a + b + c		\$
7	a	Elevators Land		
	b	(+/-) change Elevators Improvements	\$	\$
		(+/-) change	\$	\$
		Total Elevators (a + b)		\$
8	а	Railway R/W and Pipeline Land		
	b	(+/-) change Railway R/W and Pipeline Improvements	•	\$
		(+/-)change	\$	\$
		Total Railway R/W and Pipeline (a + b)		\$
9		[year] Total Exempt Assessment		s

PROVINCIAL GRANT-IN-LIEU (PGIL) ASSESSED VALUES - Tax Class Percentages Applied

			Previous PGIL Assessment	[year] PGIL Assessment
1	a	Non-Arable Land (+/-) change	\$	\$
	b	Non-Arable Improvements		\$
		Total Non-Arable (a + b)	<u> </u>	\$
2		0.000 (0.		¥
2			\$	\$
	b	Other Agricultural Improvements (+/-) change	\$	\$
		Total Other Agricultural (a + b)		\$
3	а	Residential Land		
	h	(+/-) change Residential Improvements	\$	\$
		(+/-) change Residential Properties	\$	\$
		(+/-) change	\$	\$
		Total Residential (a + b + c)		\$
4	a	Multi-Unit Residential Land		e
	b	(+/-) change Multi-Unit Residential Improvements	\$	\$
	С	(+/-) change Multi-Unit Residential Properties	\$	\$
		(+/-) change	\$	\$
		Total Multi-Unit Residential (a + b + c)		*
5	а	Seasonal Residential Land (+/-) change	\$	\$
	b	Seasonal Residential Improvements (+/-) change	\$	\$
	С	Seasonal Residential Properties	\$	\$
		Total Seasonal Residential (a+b+c)		\$
^				
b	1070	Commercial and Industrial Land (+/-) change	\$	\$
		Commercial and Industrial Improvements (+/-) change	\$	\$
	C	Commercial and Industrial Properties (+/-) change	\$	s
		Total Commercial and Industrial (a + b + c)		\$
7	а	Elevators Land		
	b	(+/-) change Elevators Improvements	\$	\$
			\$	\$
		Total Elevators (a + b)		\$
8	а	Railway R/W and Pipeline Land	\$	\$
	b	Railway R/W and Pipeline Improvements	\$	\$
		Total Railway R/W and Pipeline (a + b)		\$
		Total Nativary Total and Pipeline (a * b)		
9		[year] Total Provincial Grant-In-Lieu Asses	ssment	\$

FEDERAL GRANT-IN-LIEU ASSESSED VALUES (FGIL) - Tax Class Percentages Applied

			Previous FGIL Assessment	[year] FGIL Assessment
1	а	Non-Arable Land	**************************************	
	b	(+/-) change Non-Arable Improvements	\$	\$
		(+/-) change	\$	\$
		Total Non-Arable (a + b)		\$
2	а	Other Agricultural Land		
	b	(+/-) change Other Agricultural Improvements	\$	\$
	-	(+/-) change	\$	\$
		Total Other Agricultural (a + b)		\$
3	а	Residential Land		
	b	(+/-) change Residential Improvements	\$	\$
		(+/-) change	\$	\$
	a	Residential Properties (+/-) change	\$	\$
		Total Residential (a + b + c)		\$
4	_	Multi-Unit Residential Land		
7	77	(+/-) change	\$	\$
	b	Multi-Unit Residential Improvements (+/-) change	\$	\$
	С	Multi-Unit Residential Properties	\$	s
		Total Multi-Unit Residential (a + b + c)		
5	а	Seasonal Residential Land (+/-) change	\$	\$
	b	Seasonal Residential Improvements (+/-) change	\$	\$
	С	Seasonal Residential Properties		
		(+/-) change	\$	\$
		Total Seasonal Residential (a + b + c)		\$
6	a	Commercial and Industrial Land	¢	\$
	b	Commercial and Industrial Improvements	\$	
	С	(+/-) change Commercial and Industrial Properties	\$	\$
		(+/-) change	\$	\$
		Total Commercial and Industrial (a + b + c)	\$
7	а	Elevators Land		
	b	(+/-) change Elevators Improvements	\$	\$
		(+/-) change	\$	\$
		Total Elevators (a + b)		\$
8	а	Railway R/W and Pipeline Land		
	b	(+/-) change Railway R/W and Pipeline Improvements	\$	\$
	_	(+/-) change	\$	\$
		Total Railway R/W and Pipeline (a + b)		\$
9		[year] Total Federal Grant-In-Lieu Assessn	nent	\$

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ASSESSED	VALUE	(100%)	- I AND

Alternate	Previous	Amended	Increase	Decrease	Explanation of
Number	Assessment	Assessment			Change
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	+	-			
als	1				Net Change

ASSESSED VALUE (100%) - IMPROVEMENTS

Alternate	Previous	Amended	Increase	Decrease	Explanation of Change
Number	Assessment	Assessment			Change
					Net Change
otais					Net Change
			1		

ASSESSED VALUE (100%) - PROPERTIES

Alternate Number	Previous Assessment	Amended Assessment	Increase	Decrease	Explanation of Change
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als					Net Change